



# CITY OF HOUSTON

## Job Posting

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1	<b>Applications accepted from:</b>
2	<b>Job Classification</b>
3	<b>Posting Number</b>
4	<b>Department</b>
5	<b>Division</b>
6	<b>Section</b>
7	<b>Reporting Location</b>
8	<b>Workdays &amp; Hours</b>
	<div>All Interested Persons<div>Communications Technician PN # 110531 (2 Vacancies) Department of Public Works &amp; Engineering Resource Management Information Systems 5711 Neches * M - F, 7 a.m. – 4 p.m.*</div><div>*Subject to chang</div></div>
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Performs skilled technical tasks in the removal, installation, maintenance and repair of the City's 800 MHz two-way radio communications system, including mobile and base station radios, mobile tracking devices as well as supporting the existing 450 MHz Mobile Data Terminal devices. Responsible for creating and input of service order requests into the radio tracking system as needed. Installs various types of electronic equipment, diagnoses and repairs malfunctions: performs periodic preventive maintenance. Performs in-shop and field repairs of communication systems components, such as, mobile radios, pagers, etc. Maintains inventory records of parts and equipment serial numbers.
10	<b>WORKING CONDITIONS</b> The position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires an Associates degree in Modern Electronics or a closely related field.
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> One year of practical work experience in the Radio Communications Field. Practical electronics work experience may be substituted for the education requirement on a year-for-year basis.
13	<b>MINIMUM LICENSE REQUIREMENTS</b> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	<b>PREFERENCES</b> Will be given to applicants with military background in the radio communications area.
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 15 \$901 - \$1,270 Biweekly \$23,516 - \$33,147 Annually</div>
18	<b>OPENING DATE</b> May 17, 2005
19	<b>CLOSING DATE</b> Open Until Filled
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. .
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